

**ADMINISTRATIVE-INTERNAL USE ONLY**

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100070003-9

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SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
16 January 1978

1. There were no additions to the agenda for 16 January 1978.

2. There was no report from ORD's Federal Women's Working Group representative.

3. For the Special Panel record - On 5 January 1978 the following personnel were nominated for the Agency Secretarial/Clerical Management Advisory Group: [redacted]

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STAT [redacted] It was announced at the meeting that [redacted] was selected by DDS&T.

4. ACTION : Recommendation for Promotion  
[redacted] - Clerk Typist  
[redacted] /ORD  
GS-05 to GS-06

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STAT [redacted] /ORD, was asked to join the Panel in discussing the promotion recommendation.

MAJORITY: Concurred to disapprove the action pending [redacted] having passed the Agency shorthand test.

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5. For the Special Panel record - The Quality Step Increase recommendation for [redacted] was not sent on to OP by DDS&T for approval. Their reason was that the time elapsed since [redacted] received an overall "P" on a Fitness Report (Period ending 30 June 1977) and the current Fitness Report (Period ending 12 October 77) is only 14 weeks, whereas the regulation on Quality Step Increases requires at least six months of sustained high quality performance. Since OP has already rejected a QSI for [redacted] based on her documented performance as of 30 June 1977, it was recommended that the QSI recommendation be held until after 1 January 1978 because of the initial turndown by OP.

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6. For the Special Panel record - ORD has approached PMCD to review four of ORD's secretarial positions for upgrading to GS-08 Administrative Assistants. PMCD advised us that this was impractical, therefore, ORD has not been successful in their planned Upward Mobility program.

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*18 January 1978*  
Date

[redacted]  
[redacted] utive Secretary, SP/ORD

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